

Site Visit Meeting Minutes

SOLICITATION NUMBER: DACW60-03-R-0007

PROJECT TITLE: Cooper River Rediversion Project (St Stephens SC)

DATE: 28 Oct 03

TIME: 0900-1130

Attendees: Everette Brown, Blanton Brown (Corey Enterprises); Arthur DeMay Jr. (Aquatic Weed Management); James Mitchum (Mitchum Construction); Mike Brown, Ed Rogers (Ashridge Inc.); and Jim Henderson, Daryl Grigsby, Don Pilkington, and Octavia Capers (Army Corps of Engineers, Charleston District)

Ms Capers provided all attendees with a handout, Pre-proposal Reminders (Attachment).

The meeting began with all government personnel introducing themselves.

Ms Capers reviewed the handout.

Mr Pilkington briefed the requirement. He stated that a motorgrader, trackhoe, backhoe, and fence repair as required. He mentioned that sometimes vandalism occurs. He stated that the requirement included large equipment and work for every possibility of work required, ex. Disc areas. He stated that there is a mowing contract in existence for designated areas. He then opened the floor for questions and answers:

1. What requires welding? Mr Pilkington responded pipe fence, pipe gates, and repair of existing pipe fencing.
2. What kind of disposal is required? Mr. Pilkington responded excess pipes, etc. No removal of trees as they will be stockpiled or burned in designated areas.
3. Can the roving supervisor be an operating supervisor? Mr. Pilkington responded yes and the roving supervisor is not required for equipment but onsite QA which will require a site visit every once in a while and provide daily QC reports.
4. Is gravel supplied for roads? Mr. Pilkington responded yes and I have some on hand.
5. Does the contractor truck gravel? Mr. Pilkington responded no and that is separate. The requirement covers approximately 20 miles of gravel road and parking lots; 3 miles of drainage ditch for cleaning.
6. Have you ever used excavated equipment? Mr. Pilkington's response was no, a trackhoe has been used. Mr. Henderson responded that if you do value engineering to save government money, we may go with something like that.
7. Is this work steady or hit and miss? Mr. Pilkington responded the 1st year will probably be steady but subsequent years will be hit and miss as project has been left unattended for years.
8. Bonds are only required in excess of \$100K? Ms Capers responded yes.

9. Are we responsible for all permits? Mr. Pilkington responded yes, permits like burn from Forestry Commission; special permits from Highway Department; and environment permits.
10. Will cleaning of ditch be piled onsite? Mr. Pilkington responded yes, trees and aquatic 25 feet minimum for brush piles and trees pushed aside so that silt can't come back if possible. For this, a trackhoe and dumptruck are needed.
11. What is needed for the two separate tractors? Mr. Pilkington responded that two tractors are included to cover all bases. A contractor commented that if you have a 100HP tractor, you can do whatever you need with it.

Mr. Pilkington asked if there were anymore questions and if not, we can go out to the sites. Mr. Pilkington asked if the contractors wanted to go on their own or we all go together. All attendees opted to go on their own as the requirement and locations were clear to them. Mr. Pilkington informed everyone that there is a guard on duty on the site.

So everyone exits except one contractor who asked the below question.

12. What is the minority requirement? Ms Capers stated that the requirement is for full and open competition and not a set aside and the percentages for Affirmative Action are referenced at FAR 52.222-23.

Everyone departs to vehicles to proceed to site visit.

Mr. Henderson asked Mr. Grigsby if we could do an amendment to add an additional trackhoe? Mr. Grigsby responded yes. Ms Capers asked Mr. Grigsby to send her an email with the item and qty and estimate in order to do an amendment to add a CLIN to the solicitation.

All government personnel now proceed together for a site visit to all areas/locations covered by the requirement.

Octavia Capers
10/29/03

Attachment

**DACW60-03-R-0007, Cooper River Rediversion Project
Site Visit and Pre-proposal Reminders**

Rules while on Federal Property

- ✂✂ No weapons, drugs, or alcohol
- ✂✂ Obey speed limits
- ✂✂ Wear seatbelts

Solicitation and Amendments

- ✂✂ Solicitation and all amendments available for download at <http://ebs.sac.usace.army.mil/ebs/advertisedsolicitations.asp>
- ✂✂ Currently 1 Amendment

Proposal Shall Include

- ✂✂ Proposals due 10 Nov 03, 2PM, EST
- ✂✂ Proposals shall be submitted in one original and two copies
- ✂✂ Signed and Dated SF1442
- ✂✂ Acknowledge receipt of all Amendments on SF1442
- ✂✂ Section 00010 Completed Price Schedule for CLIN 0001-4015
 - o Verify calculations
- ✂✂ Section 00060 Completed Provisions 52.204-3, 52.209-5, and 52.219-4005
- ✂✂ Past Performance Questionnaires directly from POC to Contract Specialist via fax (minimum of three)
- ✂✂ Technical Work Documentation

Award

- ✂✂ Basis for Award is Lowest Price Technically Acceptable
- ✂✂ Award one year base period and four one-year option periods

Attachment

✂✂ Indefinite Delivery Indefinite Quantity type contract with estimated quantities but fixed unit price

✂✂ The Government reserves the right not to conduct discussions so offers should submit their best offer initially

This document does not negate anything stated in the solicitation or subsequent amendments. Offerors shall read the solicitation and all amendments in their entirety for a complete understanding of the requirement and items required for responsiveness of your proposal. The Contracting Officer is the only person who has authority to make changes to the solicitation or resulting contract, which will be done by amendment before award or modification after award.

If you have any questions, please contact Contract Specialist, Octavia Capers at Octavia.capers@usace.army.mil.